

## UNITED STATES DISTRICT COURT



### OVERVIEW FOR E-FILEING COMPLAINTS IN A SHELL CASE

For complete instructions for e-filing a complaint in a shell case, view the electronic learning module located on the Court's website for electronically filing a complaint in a shell case.

All complaints should be e-filed in the shell case of 08-9000 for the appropriate Division (1 = Billings, 2 = Butte, 4 = Great Falls, 6 = Helena, and 9 = Missioulala) .

The filing fee may be paid on-line during the e-filing process, or you may pay the Clerk's Office directly. If you opt to pay the Clerk's Office directly, you must do so before beginning the e-filing process so that you have your receipt number to enter so that you can bypass the on-line payment screen and proceed with the filing process.

E-file the Complaint using the Complaint event located under Civil → Initial Pleadings and Service → Complaints, Other Initiating Documents. The Civil Cover Sheet must be included as an attachment to the Complaint. You should also attach any summons(es) for issuing by the Clerk's Office.

Once you've completed the e-filing process, the NEF will be generated to Case Managers in the appropriate Division. The documents will be quality controlled and a case number and judge will be assigned. The actual case will be opened by the Clerk's Office and the Complaint, Civil Cover Sheet and any Summons(es) (if provided) will be entered into the actual case as of the date they were e-filed in the shell case. Once entered, you will receive the NEF generated from the actual case, which is how you will be

advised of the case number and judge assigned to your case. Any issued Summons(es) will be mailed to you unless you advise us you would rather pick it up at the Clerk's Office. All future filings shall be made under the case number assigned.

For complete instructions, view the electronic learning module located on the Court's website for electronically filing a complaint in a shell case. For further assistance, call the CM/ECF Help Desk at 866-463-4052.